STAT

TRANSMITTAL SLIP

20 May 1964

TO:

ROOM NO.	BUILDING

REMARKS: Attached is a note bucking DTR's memorandum on the Midcareer Program to Colonel White. I have heard through the grapevine that when this went to the Executive Director-Comptroller a Tab B was also attached which was a draft of an Action Memorandum. This evidently has been returned to Baird for rewriting.

Also, I understand that Mr. Kirkpatrick is interested in making sure that there are midcareer programs for those who have attended the Core Course. He evidently does not buy the idea that everybody have a program and only a few of these be favored with attendance at the Course.

FROM:

HLB

ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55   REPLACES FORM 36 8
WHICH MAY BE USED.   ☆ GPO : 1957—O-439445   (47)

20 May 1964

Colonel White via [   ]:

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Attached is the Director of Training's report on the Midcareer Program.

In addition to the confusion that Mr. Baird cites in regard to selection criteria for the Program and/or Course, there is evidently some confusion in regard to the manner in which OTR thinks Admin is doing its career planning. In the attachment to the report he states that Admin is restricting participation in the "Midcareer Program" to those attending the "Midcareer Course." I am sure that we would like more of our Admin careerists to go to the Course, but plans for assignments and training continue whether or not they attend.

HLB

Att.

Next 1 Page(s) In Document Exempt

ATTACHMENT   TAB A

SUBJECT: Summary on Each Directorate
          Midcareer Training Program Criteria and Screening

A. **DDS Screening and Criteria**. Although all heads of Career Services within the DDS used GS-13 as a criterion (with Personnel, Training, and Communications allowing for the consideration of some individuals at the grade level of GS-14), only two Offices (Finance and Communications) were planning to consider any GS-12's. All were generally in agreement that the age bracket should be 35 to 45 years of age, excepting Finance which was to include those in ages, 30 to 50. The methods of evaluating performance and growth potential to the grade level of GS-15 were essentially the same by the use of data already obtained through Career Boards and Panels. Communications, Medical, and Administration Career Services considered only those employees who were selected to take the Midcareer Course and made no estimates for those who would be selected for the Midcareer Program. Additionally, the Offices of Training and Security were the only Career Services within the DDS which intended to develop individual five-year plans for those selected for the Midcareer Training Program.

B. **DDI Screening and Criteria**. Within the Career Services of the DDI, GS-13 is the mean grade, but a considerable number of GS-14's, and some GS-12's were to be considered. The age span was considerably wider in the DDI - late twenties to early forties, and OCR will consider employees up to age fifty. The methods of evaluating growth performance were to be accomplished by the review of fitness reports and the length of service to enable the opportunity of observation as well as the use of competitive promotion listings. Education was to be given stress in the selection of individuals for the Midcareer Training Program. The DDI reported that due to the newness of the Program, few career plans had been developed and no substantial pattern had been developed other than the career plans call for a combination of further internal and external training and assignments to positions that will broaden experience and lead to increasing responsibilities. The DDI furnished tentative numbers of students for the Midcareer Course which more than doubled their present quota per year. Also, it established certain minimum standards to be met by candidates for the Program, with the main emphasis on assessing the ability and potential of the employee to successfully handle managerial positions of increased responsibility.

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